PRIORITY LISTS

Sec. 30. When these Rules require employees names to be placed on priority lists, the Executive Director shall place the names on the appropriate list according to seniority, and the employee highest on the list shall be entitled to be offered re-employment first. If two or more employees in the same classification have the same seniority, then the employee who attained the highest standing on the classification's eligible list shall rank first.

DURATION OF TIME ON PRIORITY LIST

Sec. 31. A person whose name has been placed on a priority list shall, for a period of two years, be entitled to re-employment in his/her previous classification with the same Civil Service status that he/she had at the time his/her name was placed on the priority list. However, a person whose name remains on a priority list continuously for more than two years but less than three years shall, if re-employed at any time during the third year, be required to complete a new probationary period.

REMOVAL OF NAMES FROM ELIGIBLE AND PRIORITY LISTS

Sec. 32. The Executive Director, unless contrary to an action by the Commission, may either withhold certification of, or request the Commission to remove the name of a person from any eligible or priority list for any of the following reasons:

(a) If a person whose name is on a priority or eligible list twice waives or declines a permanent appointment without giving satisfactory written reasons to the Commission for the inability to accept appointment;

(b) If a person on a priority or eligibility list voluntarily requests in writing that his/her name be removed from such list;

(c) If a person fails to pass the physical examination listed under Section 40;

(d) If a name has remained continuously on a priority list for more than three years;

(e) If an employee on a priority list, who has been laid off from a seasonal position has waived his/her right to reappointment to that seasonal position without approval of the Commission;

(f) If a person whose name is on an eligible or priority list is dismissed for disciplinary reasons;

(g) If a person on an eligible or priority list fails to respond to Civil Service inquiries regarding continued interest in City employment.